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DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, D.C. 20350

IN REPLY REFER TO
OPNAVINST 12720.1
Op-14C2

23 FEB 1981

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ND

OPNAV INSTRUCTION 12720.1

Subj: Implementation of the Department of the Navy Federal Equal Opportunity Recruitment Program

Ref: (a) 5 CFR Part 720
(b) FPM Ltr 720-2 of 19 Sep 79
(c) SECNAVINST 12720.1
(d) EEOC EEO-MD 702 of 12 Dec 79
(e) FPM Ltr 300-25 of 29 Dec 78
(f) FPM Ltr 720-4 of 15 Jan 80
(g) FPM Ltr 720-6 of 14 Oct 80
(h) FPM Bulletin 720-7 of 25 Aug 80

Encl: (1) Affirmative Recruitment Plan (FEORP) Sample Format
(2) FEORP Program Planning Overview
(3) List of DON Components Required to Submit AAPPs and FEORP Plans
(4) Summary of Key FEORP Requirements

1. Purpose. To outline the Chief of Naval Operations (CNO) policy on affirmative recruitment and to define responsibilities of Department of the Navy (DON) components, including the Office of Naval Research and the Secretariat. Marine Corps components are not covered by this instruction.

2. Discussion. The Civil Service Reform Act of 1978 defined "recruitment from all segments of society" as a merit system principle. It further required the development of an affirmative recruitment program to eliminate persistent underrepresentation of women and minorities in various categories of federal civilian employment. The Federal Equal Opportunity Recruitment Program (FEORP) resulted; program coverage and agency responsibilities are outlined in references (a) and (b). Within DON, responsibilities assigned to the Deputy Assistant Secretary of the Navy (Equal Opportunity) (DASN(EO)) and the CNO are described in reference (c). This instruction defines affirmative recruitment requirements and responsibilities for CNO levels and officials, which for program guidance purposes includes the Office of Naval Research and Secretariat components. It also describes elements of total affirmative action planning since recruitment is a vital tool in ultimately ensuring more equitable opportunities in hiring and selection. Consequently, because of the interrelationship of recruitment to FEORP as well as general Equal Employment Opportunity (EEO) and merit system principles of equity, the

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differing but significant roles to be performed by EEO, civilian personnel, and management officials are highlighted. The essential focus of FEORP is elimination of target group underrepresentation rather than to simply be a recruitment program. Selection of short-term occupational priorities is not to obscure this important fact. The underlying program assumption is that occupational and other barriers have, or may preclude the attraction or recruitment of target group members. Hence, the removal of recruitment barriers will enhance work force representation of women and minorities. In all cases, FEORP strategies must be directed to the specific minority and sex group(s) with inadequate work force representation. The development of an affirmative recruitment plan is a key aspect of focusing resources on the elimination or reduction of underrepresentation of targeted groups in specific occupations and grade levels during the plan period (plans will cover single or multi-year periods depending on the Affirmative Action Program Plan cycle required under Equal Employment Opportunity Commission (EEOC) guidelines). References (d) and (e) provide further guidance on relationships between affirmative recruitment and other areas of affirmative action, particularly those in support of affirmative action hiring and goal setting.

3. Policy. The CNO is committed to an affirmative recruitment program designed to eliminate underrepresentation of women and minorities in all categories of Navy civilian employment. This policy is in direct support of the overall EEO Program objective to fully integrate women and minorities into the work force in all grade levels, occupations, and activity sites. It requires consistent and persistent organizational effort, especially by all heads of commands and activities, and supervisors and managers, in instituting effective personnel practices and procedures and in eliminating artificial employment barriers. No organizational level is exempt from taking full and immediate action within its authority to aggressively pursue the bottom line result of improved representation within the work force.

4. Responsibilities

a. Chief of Naval Operations (CNO)

(1) In accordance with reference (c), the CNO will ensure the compliance of cognizant Navy components with all regulatory and statutory requirements of references (a) and (b) by defining minimum program requirements; providing technical assistance to subordinate levels; and monitoring programs and related efforts to assess overall organizational effectiveness in meeting the goals and objectives of the DON FEORP. Within the Office of the Chief

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of Naval Operations, the Deputy Chief of Naval Operations (Manpower, Personnel and Training (DCNO (M,P&T))) is tasked with the implementation of CNO EEO responsibilities, including those related to the implementation of FEORP.

(2) Assistant Deputy Chief of Naval Operations (Civilian Personnel/Equal Employment Opportunity) (ADCNO (CP/EEO))

(a) Development of appropriate civilian personnel and equal employment opportunity guidance and directives to ensure effective program implementation will be the responsibility of the ADCNO (CP/EEO). Through functional responsibilities assigned to Op-14, CNO reporting, monitoring and evaluation requirements on FEORP will be appropriately included in personnel management evaluations, Command inspections by the Inspector General, informal command reviews, and technical assistance visits. The Director, Naval Civilian Personnel Command (NCPC) is tasked with coordinating Department-wide programs field division programs and other projects to support the following: institutional advertising with minority and women's organizations; identifying national and regional resources to improve targeted recruitment efforts by DON components; and training personnel, EEO and line management officials in the requirements and techniques necessary for effective affirmative recruitment. NCPC will also provide commands with position vacancies overseas, special technical program support and assistance in the recruitment of qualified minorities and women applicants from CONUS, and other related FEORP support. (A

(b) Director, Equal Employment Opportunity Programs (DEEOP) (Op-14C). General staff coordination responsibilities for the CNO affirmative recruitment program will be assigned to Op-14C. This assignment will include providing technical advice and assistance on program implementation and development of FEORP-related reports and directives.

b. Heads of Echelon I and II Commands

Heads of commands perform dual roles under the EEO Program as the principal EEO official for the command and for the Headquarters organization. Responsibilities to be assumed on a command-wide basis are described under this paragraph. Responsibilities as a Headquarters office are outlined under the paragraph entitled, "Headquarters Offices and Heads of Field Activities. . . ." Heads of Commands at the Echelon I and II levels will:

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(1) Identify and allocate adequate personnel and fiscal resources to develop and execute an effective command-wide affirmative recruitment program (FEORP) to meet requirements of all pertinent references, including references (a) through (h).

(2) Promulgate timely guidance to appropriated and non-appropriated field activities, including the internal Headquarters office, to ensure development and submission of FEORP plans and related status reports as directed by this instruction or subsequent guidance by higher authority.

(a) The format for formal affirmative recruitment plans by DON components will be in accordance with enclosure (1) unless a specific exception is granted to the cognizant Echelon I or II command or is otherwise directed by EEOC or OPM. Procedures on how to compute underrepresentation, based on reference (b) guidance, are contained in attachment (1) to enclosure (1) and is entitled, Steps in Computing the Underrepresentation Index.

(b) Requests for use of an alternate format must be applicable to all appropriated fund field activities of 200 or more employees within the Echelon I or II claimant. A separate format may be requested for nonappropriated fund field activities if comparable data is not available. Requests are to be submitted to the Chief of Naval Operations, Op-14C, Washington, D.C. 20350. A brief narrative of reasons the Echelon I or II format(s) is more suitable to command needs and a copy of the new format(s) is to be forwarded. A decision will be issued within thirty (30) days after receipt of the claimant request.

(3) Assess command progress in eliminating underrepresentation for each minority group (see enclosure (1) for definition) at least annually using criteria identified in references (b), (d), and (h) or subsequent issuances.

(4) Assign line responsibilities for command and subordinate level implementation of FEORP in accordance with chain of command authority and accountability.

(5) Assign staff responsibilities for command and subordinate level implementation of FEORP in consonance with this instruction and departmental directives. As a minimum, the roles of EEO (including special emphasis program managers) and civilian personnel and other officials will be defined and assigned as appropriate. Enclosure (2) highlights aspects of these responsibilities. Full-time Command Deputy EEO Officers will be assigned

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the function for coordinating FEORP planning and serving as the program point of contact to facilitate integration of affirmative recruitment with other EEO program objectives.

(6) Establish FEORP guidance to ensure consistency in program and plan coverage for its field activities. The two essential categories applicable will be activities not required to develop formal plans due to size (i.e., not large enough to be requested to develop formal plans), and non-appropriated fund components. Separate plans are to be developed for appropriated and non-appropriated fund (NAF) activities since current Personnel Automated Data Systems (PADS) and any reports from it, do not include NAF employees.

(7) Echelon I and II level commands may direct their overseas activities to develop a single plan. While any position available for recruitment and subsequent selection of a U.S. citizen civilian is subject to FEORP requirements, only overseas positions in which recruitment for U.S. citizen civilians occurs in the continental United States (CONUS) must be covered in local or command-wide FEORP plans. (A)

(8) Issue formal guidance by appropriate command directive(s) to outline how responsibilities described above have been and will be met.

c. Headquarters Offices and Heads of Field Activities
Required to Develop Formal Affirmative Action Plans Under EEOC
Guidelines

(1) Identify and allocate adequate personnel and fiscal resources to develop and execute an effective local affirmative recruitment program (FEORP) to meet requirements of references (b) and (d), this directive, and Echelon I or II program and plan guidance.

(2) Upon determining that women and minorities are underrepresented as defined by references (a) and (b), or subsequent issuances on the subject, the minimum actions described below are required by the headquarters or field activity. These actions may result in identification of specific objectives to be included in formalized recruitment plans under subparagraph three below or in Affirmative Action Program Plans (AAPPS) required under EEOC guidelines.

(a) Establish short range interim recruitment objective(s) for specific grade levels or occupational series taking into account the availability of basically qualified or qualifiable persons in the relevant applicant pool(s).

(b) Design recruitment strategies to attract qualified members of the minority group (includes women as a category) in question.

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(c) Design or restructure jobs to provide opportunities for persons in the underrepresented group(s) to develop the skills and knowledges necessary for promotion.

(d) Review internal selection procedures and reduce or eliminate identified exclusionary or adverse effects on underrepresented groups in the occupation(s) or grade(s) in accordance with provisions of the Uniform Guidelines On Employee Selection Procedures (UGESP), reference (e).

(e) Initiate procedures to ensure that position vacancies and general career information in particular job categories where underrepresentation has been identified are disseminated to minorities and women, including appropriate institutions and organizations.

(f) Utilize all available informational resources in designing approaches, including EEOC and OPM; headquarters EEO and Civilian Personnel officials; Naval Civilian Personnel Command field divisions; minority and women support groups, networks, professional associations, and institutions; state referral agencies; federal and interagency boards; and private consultants, where appropriate.

(g) Requests for any plan or program exceptions authorized under EEOC or OPM guidelines, such as use of lower labor force figures, will be submitted via the chain of command to CNO (Op-14C); ONR and Secretariat offices will submit such requests to the DASN(EO). In most cases, however, exceptions will be requested only when they apply on a departmental, regional, or command-wide basis. Until a specific exception is granted, standard procedures will be used.

(3) Develop an affirmative recruitment plan. The format for formal affirmative recruitment plans is not prescribed in OPM guidance on FEORP. However, DON components will use the sample format outlined in enclosure (1) unless a specific exception is granted to the cognizant Echelon I or II command, or a format is subsequently prescribed by EEOC or OPM.

(4) Assess progress in elimination of underrepresentation of women and minorities by timely submission of reports and other

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information required by the immediate command's monitoring or evaluation systems or those of higher echelons.

d. Heads of Field Activities Not Required To Develop Formal Affirmative Action Plans Under EEOC Guidelines

(1) Responsibilities will be the same as those described under subparagraph 4c(1), 4c(2) and 4c(4) above.

(2) Specific responsibilities relating to the development of local FEORP plans, or the nature of activity coverage and input if a formal recruitment plan is not required, will be directed by the cognizant Echelon I or II command as addressed under responsibilities for this level (paragraph 4b(6)).

5. Program Monitoring and Evaluation. Evaluation of agency and component efforts under FEORP is shared by OPM and EEOC. Their respective criteria for FEORP assessment are outlined in references (b), (d), and (h). In order to ensure continuing compliance with these criteria, a CNO-wide evaluation cycle for Echelon I and II claimants will be established. Responsibilities of Heads of Echelon I and II commands are described under paragraph 4(b).

6. Performance Appraisal. Individuals assigned specific plan and program implementation responsibilities under FEORP, whether at the field, headquarters or command level, will be evaluated at least annually on effectiveness in carrying out these responsibilities during normal performance appraisal time frames.

7. Reporting Requirements

a. FEORP or similar affirmative recruitment plans are required to be submitted as part of Affirmative Action Program Plans (AAPPs). Since OPM does not require the routine submission of such plans, submission dates for future affirmative recruitment or FEORP plans, will be contained in applicable guidance on Affirmative Action Program Plans. The DON components required to submit such plans (AAPPs and FEORP or Affirmative Recruitment Plans) are summarized in enclosure (3). Subordinate level requirements are further described under paragraph 4, entitled "Responsibilities" and highlighted in enclosure (4).

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b. The requirements for FEORP progress reports will be issued at a later date.



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SAMPLE FORMAT

AFFIRMATIVE RECRUITMENT PLAN

Fiscal Year _____

Name of Organization

Address of Organization

Appropriated Fund: _____ Non-Appropriated Fund: _____
Number of Employees Covered By This Plan

Name and Title of Head of Organization

Signature

Date

Name and Title of Official Assigned Affirmative
Recruitment Plan/Program Responsibility

Signature

Date

Enclosure (1)

TABLE OF CONTENTS

- I. Agency/Component EEO Policy Statement (Should specifically address affirmative recruitment, otherwise, include separate policy statement).
- II. Summary Listing of Targeted Occupations by Title and Series and Total Agency/Component Work force (Note: All occupations require computations before the targeted occupations can be selected).
- III. Determinations of Underrepresentation: Figure 1 (Include by occupation for each of the following minority/sex categories: Female: White; Black; Hispanic; Asian/Pacific Islander; American Indian/Alaskan Native. Male: Black; Hispanic; Asian/Pacific Islander; American Indian/Alaskan Native).
- IV. Barrier Analysis for Targeted Occupations: Figure 2 (Include by occupation for each minority/sex group indicated under paragraph III).
- V. Affirmative Recruitment Plan (FEORP): Figure 3 (Actions to cover each minority/sex group underrepresented in the targeted occupations).

Appendix (Optional)
Summary of Long Range Strategies to Address
Underrepresentation By Specific Minority/Sex Groups

FIGURE 2: Barrier Analysis for Targeted Occupations

Targeted Occupations: _____

Sex: _____

*Projected Vacancies in Occupation for Plan Period: _____

UNDERREPRESENTED GROUP (a)	OCCUPATIONAL LEVEL (b)	PRESENT RECRUITMENT PROCEDURES THAT ARE BARRIERS TO ELIMINATING UNDERREPRESENTATION	ALTERNATIVE INTERNAL RECRUITMENT STRATEGIES TO BE UTILIZED (% OF TOTAL VACANCIES) *	ALTERNATIVE EXTERNAL RECRUITMENT STRATEGIES TO BE UTILIZED (% OF TOTAL VACANCIES) *

Figure 2
to Enclosure (1)

Determination of Underrepresentation (Figure 1)
Explanatory Notes

I. COLUMN A, UNDERREPRESENTATION

****A. COLUMN A - For components located in the Continental United States (CONUS):** the following race/ethnic and sex categories apply in making underrepresentation calculations or developing actions or strategies:

<u>Female</u>	<u>*Male</u>
- White	- Black (not of Hispanic origin)
- Black (not of Hispanic origin)	
- Hispanic	- Hispanic
- Asian or Pacific Islander	- Asian or Pacific Islander
- American Indian or Alaskan Native	- American Indian or Alaskan Native

*Computations for white males may be made for information but not for goal setting purposes since white males are not defined as an underrepresented group by 5 CFR Part 720 or 5 U.S.C. 7201.

**For appropriated fund activities with 200 or more civilian employees that submit reports under the Personnel Automated Data System (PADS), figure (1) will be computed centrally and provided to the field activity and its headquarters office.

B. COLUMN A - For components located in Hawaii, Guam or Puerto Rico: the following mandatory category applies in making underrepresentation calculations:

Female

Note: Where work force data is available to make "minority" distinctions, further breakdowns can be provided as long as the minority categories are the same as those used for official purposes by a state or local agency.

Attachment (1)
to Enclosure (1)

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II. COLUMN B, % Group In Agency Work Force - For purposes of this column, "agency" means agency or component (activity, command, or major sub-unit) work force depending on the organizational level at, or for which, the plan is being developed. Thus, the percentage relates to the underrepresented group's representation, by sex, in the agency or applicable component's work force.

III. COLUMN C, % Group In The CLF - CLF means Civilian Labor Force as defined in Federal Personnel Manual Letter 720-2. Either the national or local (State or Standard Metropolitan Statistical Area) Civilian Labor Force will be used, depending on which is the higher numerical percentage for purposes of computation. Note: OPM has given blanket authorization for the use of lower local CLF percentages for GS-4 positions and below and regular non-supervisory positions at the grade 4 level or below.

IV. COLUMN D, UNDERREPRESENTATION INDEX (UI) - This is a computation step which is to be performed as outlined in attachment (2) to this enclosure. Please note that some entries may not require an actual computation (see step 2 of the attachment).

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Barrier Analysis for Targeted Occupations (Figure 2)
Explanatory Notes

I. COLUMN A, UNDERREPRESENTATION GROUP - See Column A under "Determinations of Underrepresentation (Figure 1) Explanatory Notes."

II. COLUMN B, OCCUPATIONAL LEVEL - See Column B under "Affirmative Recruitment Plan (FEORP) - (Figure 3) Explanatory Notes."

III. COLUMN C, PRESENT RECRUITMENT PROCEDURES THAT ARE BARRIERS TO ELIMINATING UNDERREPRESENTATION - Under the Equal Employment Opportunity Commission's guidance on Affirmative Action Program Plans (AAPPs), the following analysis process is described to aid in identifying methods or sources that are not effective in recruiting members of the underrepresented group:

- Identify all recruitment sources which the agency/component presently uses to attract applicants for the given targeted occupation
- Determine the number of minorities and women who applied for each occupation for each recruitment source used.
- Rank each recruitment source (indicate as first, second or third where first equals best source and third is least effective or worst source) in terms of how effective it was in obtaining women and minority applicants.

After the above analysis has been completed, it can assist in identifying problem areas for column (C) and will serve as the starting point to come up with better recruitment sources or alternatives (see columns (D) and (E)).

IV. COLUMNS D AND E, ALTERNATIVE INTERNAL/EXTERNAL RECRUITMENT STRATEGIES TO BE UTILIZED - Innovative staffing and recruitment strategies are to be developed to assist in reducing or eliminating underrepresentation. Suggested strategies are highlighted in Federal Personnel Manual Letter 720-2 and Appendix C to Equal Employment Opportunity Commission EEO Management Directive 702. Effective strategies will be designed to eliminate or reduce the impact of barriers identified under Column C for the specific occupation and underrepresented group.

Affirmative Recruitment Plan (FEORP) - (Figure 3)
Explanatory Notes

I. COLUMN A, UNDERREPRESENTED GROUP - See Column A under "Determination of Underrepresentation (Figure 1) Explanatory Notes."

II. COLUMN B, GRADE LEVELS OR GRADE GROUPINGS - Echelon I and II levels may elect to have all subordinate components' plans displayed by either individual grade level or grade groupings. Future plans should be computed in the same manner to make comparisons easy. If grade groupings are used, the following breakdowns apply:

General Schedule or Equivalent (Includes Non-appropriated Fund)

GS 1-4

5-8

9-12

13-15

16-18

Wage Grade or Equivalent (Includes Non-appropriated Fund)

<u>Regular Non-Supervisory</u>	<u>Regular Leader</u>	<u>Regular Supervisory</u>
WG 1-4	WL 1-4	WS 1-4
5-8	5-8	5-8
9-12	9-12	9-12
13-15	13-15	13-15
		16-18

OPTION: A category may be added for "Miscellaneous Wage-Nonsupervisory" or "Miscellaneous Wage-Supervisory"

III. COLUMN C, AGENCY WORK FORCE - For purposes of this column, "Agency" means agency or component (activity, command, major

Attachment (1)
to Enclosure (1)

sub-unit) work force depending on the organizational level at, or for which, the plan is being developed.

IV. COLUMN D, FEDERAL WORK FORCE - The federal civilian work force is defined by, and includes data collection by the Office of Personnel Management (OPM) under the Central Personnel Data File (CPDF). Annual data will be provided to each agency by OPM as described in FPM Letter 720-2.

V. COLUMN E, CIVILIAN LABOR FORCE - The national or local (State or Standard Metropolitan Statistical Area) civilian labor force is to be used, whichever will yield the larger numerical percentage for computational or planning purposes.

VI. COLUMN E, RECRUITING STRATEGIES TO BE UTILIZED - Approaches for a given occupation and for a specific underrepresented group are to be identified. The strategy should have a direct relationship to the work or labor force identified as the first priority (i.e., the agency/component, federal or civilian labor force selected will serve as the key source for locating additional applicants of the target group by whatever strategy is described).

STEPS IN COMPUTING THE UNDERREPRESENTATION INDEX (FIGURE 1)

1. DETERMINE CIVILIAN LABOR FORCE (CLF). For each minority/sex group, determine whether the local or national CLF is appropriate for Column C, using whichever figure is higher unless a specific exception applies (i.e., GS-4 and below or equivalent wage positions).
2. "VISUAL" CALCULATION. Look at the minority/sex group's percentage in the CLF and in the agency employment category you're considering. Where the agency percentage is more than the CLF percentage, there is no underrepresentation. Simply note the Index as "100 +" in Column D. No further calculation is necessary.
3. DIVIDE. Where the agency percentage for the group is less than the CLF percentage, calculate underrepresentation by dividing the agency percentage by the CLF percentage.
4. MULTIPLY the result by 100 to get the Underrepresentation Index (UI). Record the number in Column D.
5. REPEAT steps 1-4 for each minority/sex group.

Attachment (2)
to Enclosure (1)

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FEORP PROGRAM PLANNING OVERVIEW

PROCESS

- Appoint Responsible official.
- Assign supplemental taskings for short term implementation/objectives.
- Develop program instruction.
 - Include role(s) of all key officials; plan format; coverage for activities not required to develop AAPP; monitoring system.
- Assemble tools to assess underrepresentation:
 - Statistics on agency/component work force (occupation; grade level; minority/sex)
 - Civilian Labor Force (CLF) Statistics (National and Local)
 - Vacancy Projections (1-5 years)
 - List of Recruitment/Staffing Options (currently used)
 - List of Recruitment/Staffing Options (available but not currently used)
 - Resource(s) available to advise/assist in computations and analysis (problems by occupation; by minority/sex groups)

KEY PLAYERSEEO Officer - Designate Responsible Official.

Assign or designate authority for supplemental tasking to other key officials to ensure resources (dollars, personnel, equipment support) available/allocated and performance criteria established to ensure accountability for results. Provide guidance on future mission requirements that will impact on organizational priorities in civilian personnel administration, and, therefore, recruitment objective.

Deputy EEO Officer - Identify AAPP objectives where recruitment can enhance results; serve as staff resource to identify organizational barriers to equal opportunity by specific race/sex/ethnic groups and strategies to overcome.

Civilian Personnel Officer - Identify staffing methods and options to counter barriers identified; design/revise/refocus personnel resources (training, upward mobility; skills surveys and inventories; career ladders; special appointing authorities; negotiated agreements). Assess job criteria in conjunction with personnel specialists to remove/reduce artificial barriers; encourage/utilize professional and technical networks and resources of target groups; serve as technical support.

Enclosure (2)

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FEORP PROGRAM PLANNING OVERVIEW (continued)

PROCESS

- Higher level program/plan requirements and instructions (Obtain approval(s) required for any exceptions)
- Compute underrepresentation and develop Underrepresentation Index (UI)
- Develop Affirmative Recruitment Plan. (Establish mechanism to track long range recruitment objectives.)
- Monitor plan. Revise. Report progress.

KEY PLAYERS

Budget Officer - Provide fiscal projections; end-strengths; availability of immediate and long range budget assistance to implement objectives.

Public Affairs Officer - Locate/identify media services based on recruitment objectives or deficiencies; use internal publicity as continuing focus for employee/supervisor communication and "education."

Special Emphasis Managers (HEP, FWP, UPMO, Handicap) identify external/internal resources tailored to problems/strengths of individual target groups; identify barriers to equal opportunity and strategies to counter; link hiring goals to recruitment objectives.

Supervisor Managers - Accomplish plan actions when designated as responsible official. Participate in outreach efforts; provide peer support/evaluation; define organizational reputation in terms of employee/public perceptions; organizational goals.

Recruiters - Identify appropriate recruitment sources based on type of positions and minority/sex group. Use EEO Specialists and technical managers to assist in identifying resources to locate minority/female candidates. Provide feedback to organizations and institutions on administrative and other barriers that reduce recruitment effectiveness.

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List of Department of the Navy (DON)
Components Required to Submit AAPPs and FEORP Plans

I. Major Operating Components.

The Equal Employment Opportunity Commission (EEOC) identifies major organizational segments within agencies as Major Operating Components (MOCs) for purposes of Affirmative Action Program Plan (AAPP) development. The agency has the opportunity to identify appropriate segments for this purpose. Typically, MOCs are headquarters components which have field activities. The following list of DON components will constitute MOCs for any future AAPP and FEORP Plans.

- Department of the Navy
- Office of the Secretary*
- Chief of Naval Research*
- Office of the Chief of Naval Operations
- Commandant of the Marine Corps
- Naval Telecommunications Command
- Naval Security Group Command
- Bureau of Medicine and Surgery
- Naval Oceanography Command
- Naval Education and Training Command
- Naval Reserve Command
- Naval Military Personnel Command
- Naval Civilian Personnel Command
- Military Sealift Command
- Naval Intelligence Command
- Commander-in-Chief U. S. Atlantic Fleet
- Commander-in-Chief U. S. Pacific Fleet
- Commander-in-Chief U. S. Naval Forces Europe
- Naval Material Command

Systems Commands under the Naval Material Command:

- o Naval Air Systems Command
- o Naval Electronics Systems Command
- o Naval Facilities Engineering Command
- o Naval Sea Systems Command
- o Naval Supply Systems Command
- o Strategic Systems Project Office

*Submits AAPPs, including recruitment plans, to Deputy Assistant Secretary of the Navy (Equal Opportunity) for purpose of internal review.

Enclosure (3)

II. Field Activities With At Least The Minimum Number Of
Civilian Employees Required For Formal AAPP Submission Under
EEOC Guidelines.

Plans required as previously described in this instruction.

III. Field Activities With Less Than The Minimum Number of
Civilian Employees Required For Formal Plan Submission Under
EEOC Guidelines.

Plans required as directed by the Echelon I or II Command.

